

# **HOW TO BECOME AN INTERPRETER FOR THE CIRCUIT COURT OF FAIRFAX COUNTY**

## **ANY FOREIGN LANGUAGE (other than Spanish)**

In order to fairly evaluate your qualifications for delivering interpreting services to this court, you must complete and return the attached application along with your resume and two letters of recommendation to:

Fairfax County Circuit Court  
Attention: Judicial Support Manager  
4110 Chain Bridge Road  
5th Floor  
Fairfax, VA 22030

## **SPANISH LANGUAGE**

You must be certified as a Spanish language interpreter through the Supreme Court of Virginia. Submit a copy of your certificate along with your resume and two letters of recommendation to the above address. For information on how to obtain a certificate through the Supreme Court of Virginia, contact:

Supreme Court of Virginia  
Office of the Executive Secretary  
100 North Ninth Street  
Richmond, VA 23219  
(804) 786-6455

**OR**

You must be certified as a Spanish language interpreter through the federal courts. Submit a copy of your certificate along with your resume and two letters of recommendation to the above Circuit Court address.

# **CIRCUIT COURT OF FAIRFAX COUNTY**

## **APPLICATION FOR FOREIGN LANGUAGE INTERPRETER**

**PART 1:** (Please circle one:    MR    MS    MRS    MISS )

1.    Name: \_\_\_\_\_
2.    Address: \_\_\_\_\_
3.    Telephone Number:    Home \_\_\_\_\_                      Work \_\_\_\_\_  
\_\_\_\_\_
4.    Preferred place of contact:    Home \_\_\_\_\_                      Work \_\_\_\_\_
5.    Language: \_\_\_\_\_

**PART 2:** (Attach additional pages if necessary)

1.    Do you have any particular training or credentials as an interpreter?
2.    Have you ever had your interpreting skills evaluated?
3.    What is your native language?
4.    If your native language is other than English, please describe your formal education in the English language.
5.    Did you formally study any languages in school?    Extent?
6.    What was the highest grade you completed in school?

7. Have you spent any time in a foreign country?
8. Do you have any language teaching experience?
9. How many times have you interpreted in court? What types of hearings / trials?
10. Do you know the applicable legal terms in both languages?
11. Can you interpret simultaneously?
12. Can you interpret consecutively?
13. Are you certified by any state or federal court system?
14. Have you interpreted in any non-court settings?
15. Have you ever been disqualified from interpreting in any court or administrative hearing?
16. Have you ever had any training in professional ethics for court interpreters?
17. Have you ever been party to a suit in this Court and if so how long ago?

**PART 3:** (Please attach the following)

- (A) Resume
- (B) Two letters of recommendation

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Date

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Signature of Applicant